

**FIRE SAFETY OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE SAFETY OFFICER** to be administered in **BATON ROUGE** on **JULY 7, 2006**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of fire service management, including researching, and offering recommendations for departmental operations.	16.0%
FIRE RECORDS AND REPORTS Knowledge of effective records-keeping practices, including preparation, content, control, format, and retention; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports.	17.0%
MANAGING EQUIPMENT AND PROPERTY Knowledge of the management, maintenance, and inspections of equipment and property in order to insure compliance with safety standards.	17.0
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to evaluate the work of subordinates.	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SAFETY Knowledge of effective fire safety practices and risk management procedures sufficient to identify the causes or conditions that result in fire department accidents, injuries, or death, including safety planning, implementation and observation; accident investigation; and safety training..	42.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Essentials of Firefighting, 4th ed., 1998.
- Fire Department Safety Officer, 1st ed., 2001.
- Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.
- Pumping Apparatus Driver/Operator Handbook, 1st ed., 1999.
- Fire and Emergency Services Instructor, 6th ed., 1999.
- Fireground Support Operations, 1st ed., 2000.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

NATIONAL FIRE CODES/STANDARDS (NFC):

NFPA #1500 - Fire Department Occupational Safety and Health Program, NFPA, 1997 edition.

OTHER RECOMMENDED PUBLICATIONS:

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.